

## **SEPARATION ENTITLEMENT BRIEF**

The information contained herein is provided to you in an effort to make your transition into the civilian world as smooth as possible. The information provided is **NOT** all inclusive of every situation but provides a general guideline for the Disbursing portion of your separation process.

### **PAY INFORMATION**

#### **DOCUMENTATION**

**NAVMC 11060** - Several documents may be required to process your separation. Your administrative office prepares the documents that are needed. MARINE CORPS ORDER P7220.31 states that the NAVMC 11060 must be delivered to the Finance Office at least 10 working days prior to date of separation in order to receive payment on your EAS. Packages received later than 10 working days prior to EAS will be processed with in 10 days of receipt of completed package. Completion of these forms is the Commanding Officer's responsibility. However, you should ensure that all information is correct.

#### **PAY AND ALLOWANCES**

**Lump Sum Leave (LSL)** – Unless you are being separated with an Other Than Honorable (OTH) discharge, you are entitled to payment for your unused leave. All personnel may sell a maximum of 60 days accrued leave in their career. LSL payments are computed by dividing monthly base pay by 30 then multiplying that number times the number of unused leave days and deducting the appropriate Federal/State taxes.

**BAH** – There are 4 options:

1. If you are receiving BAH W/DEPN or BAH O/R and living out in town you will continue to receive that rate until your EAS.
2. If you live in government quarters your BAH will start at the San Diego rate the effective date you move out of quarters.
3. If you live in the barracks and go on terminal leave you will start to receive the O/R rate for San Diego on your effective date of leave.
4. If you are ordered home awaiting physical evaluation (PEB) you will receive BAH at the San Diego rate until you arrive home. Once you arrive, you will receive the rate of BAH at your home location rate until your discharge date.

#### **BAH OWN RIGHT EFFECTIVE 1 JANUARY 2003 AT MCAS MIRAMAR**

E-0 TO E-4	E-5	E-6	E-7	E-8	E-9
\$831	\$1000	\$1097	\$1200	\$1352	\$1429
0-1	0-1E	0-2	0-2E	0-3	0-3E
\$1082	\$1303	\$1265	\$1412	\$1463	\$1552
				\$1552	\$1661

#### **BAH WITH DEPENDENTS EFFECTIVE 1 JANUARY 2003 AT MCAS MIRAMAR**

E-0 TO E-3	E-4	E-5	E-6	E-7	E-8	E-9
\$1192	\$1192	\$1303	\$1552	\$1651	\$1759	\$1883
0-1	0-1E	0-2	0-2E	0-3	0-3E	0-4
\$1331	\$1672	\$1547	\$1806	\$1821	\$1919	\$2034

**BAS** – All enlisted Marines rate \$242.81 (monthly) while on terminal leave. Officers will continue to receive \$166.37 (monthly).

**Clothing Replacement Allowance (CRA)** - CRA is given to enlisted Marines on a monthly basis, but is paid annually. The amount received upon separation is pro-rated for the period from the last CRA payment you received to your EAS.

**Separations Pay** – If you are being involuntarily discharged, you may rate separations pay. Separations pay is computed as follows:

Base Pay x 12 x 10% x (years + months [chart below]), deduct 27% federal tax and applicable percentage for state taxes. You will receive a DD215 showing the computations.

\*\*If you are entitled to ½ seps pay divide by 2.

**Months Converted To Fractions:**

1 - .08333	5 - .41667	9 - .75000
2 - .16667	6 - .50000	10 - .83333
3 - .25000	7 - .58333	11 - .91667
4 - .33333	8 - .66667	

(Example 7 years 5 months = 7.41667)

In order to be paid separations pay the following items must be submitted:

1. CMC letter stating you are authorized separations pay and what type (half or full)
2. DD214
3. 11060 with the separations pay authorized box checked.

**Disability Severance Pay** – If you are being discharged for medical reasons, you may rate disability severance pay. Disability severance pay is computed as follows:

Base Pay x years of service x 2 not to exceed 12 years. If a fraction of a year is more than 6 months, round up a year. Deduct Federal tax at 27%, and State tax at applicable rate. You will receive a DD215 showing the computations.

In order to be paid disability severance pay the following items must be submitted:

1. DD214
2. Diary entry stating “Disability w/severance pay approved”.
3. 11060 with the disability severance pay box authorized checked.

## **DEDUCTIONS**

The following deductions will be made from your separation final settlement:

- a. Remaining balance to be paid back on a BAH Advance or Advance Pay
- b. Remaining balance on a Navy Marine Corps Relief Society Loan
- c. Travel advances for unsettled TAD or prior PCS claims
- d. Pay and allowances for excess leave
- e. Remaining balance on a liquidation of indebtedness

## **DIRECT DEPOSIT**

You are reminded **NOT** to close the account to which your military pay is being deposited. All pay and travel allowances will be sent via electronic fund transfer (EFT) to the last direct deposit account resident in the military pay system.

## **ALLOTMENTS**

Allotments will stop the month prior to the month of your discharge.

## **MONTGOMERY GI BILL (MGIB)**

Members who are eligible and elect special enrollment in MGIB (medical and involuntarily separated discharges) must supply this office with the MGIB enrollment form (DD Form 2366), the Commanding Officer’s letter of eligibility, and when applicable, a copy of the VA form 4-5281, and Request for Disenrollment and Refund of VEAP Contribution (Ref: APSM and ALMAR 092/93). For additional contribution options refer to PAAN 30-01.

PAAN 30-01 states that effective May 1, 2001, Marines may elect to contribute up to \$600 in their MGIB account to receive additional benefits. Only MGIB beneficiaries who have already paid their \$1200 initial contribution may participate. The MGIB additional contribution cannot be withheld from your final settlement. Additional funds may be paid at the Finance Office by cashier's check, money order, or cash 1-60 days prior to your EAS. If you elect to contribute to the MGIB prior to your EAS your local Admin section now possesses the capability of running the MGIB "Top Off".

### **W-2'S**

DFAS, Kansas City will mail your W-2 to the permanent mailing address provided on your NAVMC 11060. A W-2 request may be accomplished by mail or fax to:

DFAS-KC  
Field Liaison & Garnishment Unit  
(code FCRAF/DFAS-PMCRAI/KC)  
1500 E. Bannister  
Kansas City, MO 64197-0001  
Fax # - (816) 926-3129

## **TRAVEL INFORMATION**

### **ADVANCE TRAVEL**

Advance Travel will be paid no more than 10 working days prior to EAS or Terminal Leave Date. Only mileage is authorized on advance. Marine and Family member per diem cannot be advanced. All per diem and the remainder of mileage will be paid after discharge date once a travel claim is submitted to this Finance Office. Marine and family member mileage is limited to the home of record or place of enlistment.

### **REQUIRED PAPERWORK FOR ADVANCE**

- a. NAVMC Form 11060 (Separation/Travel Pay Certificate)
- b. NAVMC Form 11115 (Authorization for Advance Family Member Travel)
- c. Terminal Leave/TDRL/Retirement orders

### **REQUIRED PAPERWORK FOR SETTLEMENTS**

- a. NAVMC Form 11060 (Separation/Travel Pay Certificate)
- b. NAVMC Form 11115 (Authorization for Advance Family Member Travel)
- c. Terminal Leave/PTAD/TDRL/Retirement orders
- d. DD Form 1351-2
- e. Commercial transportation receipts
- f. DUAL POV statement can be made on DD Form 1351-2. I.E. "My wife and I traveled together and used separate POV's"

### **IMPORTANT REMINDERS**

- a. The Finance Office does not settle your DITY move. All DITY move paperwork should be submitted to MCLB Albany Georgia via the address provided on the DITY move paperwork.
- b. There is NO entitlement to DLA or TLE upon separation or retirement.
- c. Ensure your package for a travel advance is submitted at least 10 working days prior to EAS or leave date.
- d. Ensure your bank account remains open, or provide new information with final settlement package.
- e. Travel must be preformed within six months (180 days) from the discharge date.
- f. Ensure final settlement is submitted to the Miramar Finance Office upon completion of move.**

## **CATEGORY I HONORABLE DISCHARGE**

To qualify for a Category I discharge you must have completed at least 90% of the initial active duty enlistment commitment. Other conditions are discharge upon regular EAS, have your initial enlistment commitment reduced by CMC or the Secretary of the Navy (early out for school), be medically separated via MED Board review or receive a hardship discharge as determined by CMC.

### Advance Authorized

- a. Marines will receive 100% of the mileage entitlement @ .15 per mile.
- b. Family members will receive 75% of entitlement @ .02 per mile for each member not to exceed a total of .05, if only one POV is used.
- c. If 2 POV's are used, the family member authorized as the driver will receive 75% of entitlement @ .15 per mile and all other family members will receive 75% of entitlement @ .02 per mile not to exceed a total of .05. The maximum amount per mile per POV is .20.
- d. Mileage is limited to the home of record or place ordered to active duty.

### Entitlements

- a. Marine's per diem is paid at \$85.00 per day of travel.
- b. Family Members' per diem is \$63.75 for family members over 12 and \$42.50 for family members under 12.
- c. Number of travel days is based on allowable travel days via POV mileage chart.
- d. Marines and Family Members will receive balance of mileage described in advance section.

## **CATEGORY II DISCHARGE (TYPE 1)**

Marines who do not serve more than 90% of their initial active duty enlistment but receive an Honorable Discharge or General Under Honorable Discharge will fall into this category.

Advance Authorized - Marines and Family Members can be advanced only 75% of the least costly mode of travel (commercial bus ticket) limited to the home of record or place of enlistment.

### Entitlements

- a. The remaining 25% of entitlement will be paid after discharge date once a travel claim is submitted to this Finance Office.
- b. Per diem is not authorized for Marines or their Family Members.

## **CATEGORY II DISCHARGE (TYPE 2)**

Marines who receive an Other than Honorable or Bad Conduct/Dishonorable discharge will fall into this category.

### Advance Authorized

- a. Marines will only be advanced 75% of the least costly mode of travel (commercial bus ticket). This advance is limited to the home of record or place of enlistment of the member.
- b. The Family Member (spouse) authorized as the owner/operator of a POV will receive 75% of entitlement @ .15 per mile.
- c. Other family members in the POV will receive 75% of entitlement @ .02 per mile not to exceed a maximum .20 per POV.
- d. Official mileage is limited to the Marine's home of record or place of enlistment.

### Entitlements

- a. No per diem is authorized for the Marine.
- b. A Marine Spouse will receive \$85.00 per day, family members over 12 will receive \$63.75 per day and family members under 12 will receive \$42.50 per day of authorized travel.
- c. The remaining entitlements for the Marine and family members will be paid after discharge date once a travel claim is submitted to the Miramar Finance Office.

## **USEFUL INFORMATION**

### **References:**

- a. Marine Corps Travel Instruction Manual (MCTIM)
- b. Joint Federal Travel Regulations (JFTR)
- c. Automated Pay Systems Manual (APSM)
- d. Marine Corps Separations Manual
- e. DODFMR Volume 7a

### **Mail complete settlement package to:**

Finance Office  
Bldg 6004  
PO Box 452009  
San Diego CA 92145-2009

### **Miramar Finance Office Contacts:**

Travel Section (858) 577-6980/6982  
Pay Section (858) 577-1747/8617  
Separations (858) 577-8617/1747

### **Retired Pay Branch Phone & Address:**

1-800-321-1080 or (216) 522-6794  
Defense Finance and Accounting Service  
Cleveland Center  
Code (RO)  
PO Box 99191  
Cleveland OH 44199-1126

### **Mail DITY move package to:**

Compt Tran Vouch Cert Branch (TVCB)  
Attn Code 470  
814 Radford Blvd STE 20318  
Albany Ga 31704-0318

### **Internet Addresses:**

[www.miramar.usmc.mil](http://www.miramar.usmc.mil)  
[www.dfas.mil](http://www.dfas.mil)  
[www.dtic.mil/perdiem](http://www.dtic.mil/perdiem)  
[www.dtic.mil/comptroller](http://www.dtic.mil/comptroller)  
[www.perdiem.osd.mil](http://www.perdiem.osd.mil)

### **Mileage to Per Diem Conversion:**

0-400 = 1 day per diem  
401-750 = 2 days per diem  
751-1100 = 3 days per diem  
1101-1450 = 4 days per diem  
1451-1800 = 5 days per diem  
1801-2150 = 6 days per diem  
2151-2500 = 7 days per diem  
2501-2850 = 8 days per diem  
2851-3200 = 9 days per diem